



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
23-2010

OPEN TO: All Interested Candidates
POSITION: Senior FSN Investigator, FSN-09*; FP-05
OPENING DATE: May 27, 2010
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1.000, 830* (Grade 9)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Senior FSN Investigator in the Regional Security Office.

BASIC FUNCTION OF POSITION

Incumbent supervises the Office of Security Investigations (OSI) and conducts sensitive background, employment, criminal, and security investigations as directed by the Regional Security Officer (RSO). Incumbent liaises extensively with host government officials on a broad scope of mission directives on behalf of the American Embassy and RSO. Incumbent performs additional security functions as directed by the RSO and/or the ARSO.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of secondary school is required.

2. Prior Work Experience: Three years of progressively responsible experience in investigative work, or significant and relevant experience with a private, police, or military organization, or three years of U.S. Government service is required. Two years of supervisory experience required.

3. Language Proficiency:

Level III English, good working and speaking level is required. Level IV French and Arabic.

4. Other criteria:

Investigative techniques and procedures, local laws, local procedures, interview techniques and working language of Embassy security related procedures.

5. Other Skills and Abilities: Must present investigative facts in a clear, concise, and logical manner; both written and orally. Must possess working knowledge of Microsoft Office.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the U.S. Federal Employment OF-612, available at the HR Office).

- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Senior FSN Investigator, Vacancy Announcement # 23-2010

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for a test and interview